

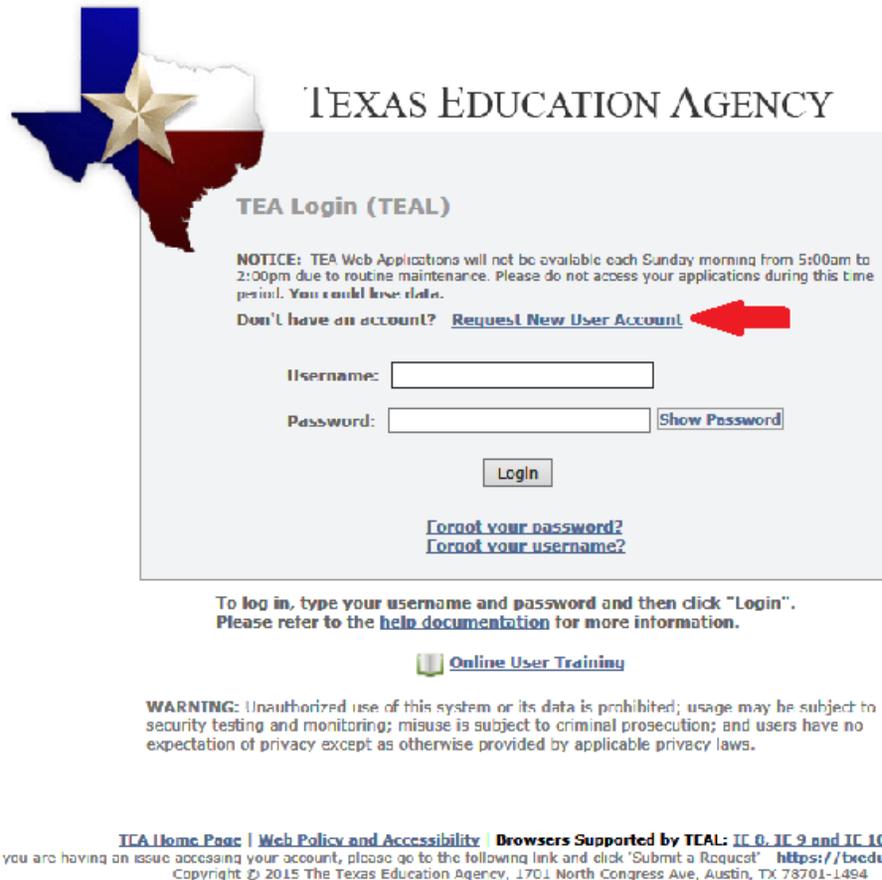
TEAL and ECOS Access Instructions for School District HR Resource Users

Step 1: TEA Login (TEAL) Access

- A. Go to the TEA website, tea.texas.gov, select "TEAL Login" for **NEW** TEAL accounts. If you already have a TEAL account and other ECOS for Entity access but not principal survey, go to page 14, Step 4, to add a new role.



- B. Select "Request New User Account"



C. Enter your information **EXACTLY** as it appears on your driver's license/state id.

a. *Tip: Make sure you capitalize the first letter of your first and last name and make the rest lower case. For example: Jane Doe; Not JANE DOE or jane doe.*

b. *Your email address should be all lowercase.*

First Name:

Middle Name:

Last Name:

Suffix: **Generational, Academic, Professional (Jr, PhD, CPA)**

Email Address: **All notifications will be sent to this address.**

Verify Email:

Birth Month: **The month of birth (1-12)**

Birth Day: **The day of the month of birth (1-31)**

Organization Type: **The user's organization type.**

Job Title:

Phone Number: **May include area codes and extensions**

Street Address:

City:

Country:

State:

Zip or Postal Code:

D. Select "School District" for the organization type.

Organization Type: Select One... The user's organization type.

Job Title: Select One...

Phone Number: May include area codes and extensions

Street Address:

City:

Country:

State:

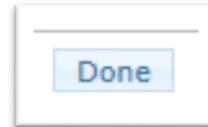
Zip or Postal Code:

choose School District for HR Resource Access

- Select One...
- School District
- Charter School
- Educator
- Educator Prep Program
- Educational Service Center
- Communities in Schools
- GED Test Center
- Higher Education
- Non Profit Organization
- Other Texas State Agency
- Private School
- DCS Contractor
- TEA Contractor
- TEA Employee
- Vendor
- None of the Above

E. Select "Submit" to submit the request.

F. Select "Done".



G. Wait for a system-generated email.

*****PLEASE READ CAREFULLY*****

TEAL Access

Your request for a user account to access TEA online applications has been processed. You must use the username and password provided below to log on to TEAL. You will also receive additional email message(s) when access is provided to the specific TEA application(s) you request.

After entering the password for the first time, the system will prompt you to change it.

* Your password must be 8-30 characters; must contain the following character types: letters, numbers, and special characters (for example - #, *, \$, or @); must not include your name or your username; must not contain variations of the word "password"; must not contain a character repeated more than 2 times; and must not be the same as your previous ten passwords.

* The system will prompt you to complete your Challenge and Response selection. You must select three security questions and provide answers. These questions are required and will be used to recover your password if you forget or lose it. The answers are confidential and will not be used for any other purpose. Later, if you forget your password, click the 'Forgot your password?' link on the TEAL Login page. The system will allow you to reset your password when you correctly answer the challenge questions that you previously set up. Remember: The answers to your challenge questions are also case sensitive.

* Do not save your password in any browser. If a box comes up asking if you want to save your password, check NO. You are responsible for any use of your login and password, even if it has been saved in your browser and someone else uses it.

NOTE: You will need both your username and your password to access any applications. Do not delete this email without committing your username to memory.

Your username is: Ed.Texan

Your password is:

%JypPj8+

- H. Read the email carefully and follow the TEAL access instructions.
 - c. *Tip: Copy and paste the username and temporary password, rather than typing them in.*
 - d. *You will be prompted to immediately change the temporary password and answer three security questions.*



TEXAS EDUCATION AGENCY

TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:

Step 2: Access to Educator Certification Online System (ECOS)

- A. Once logged in, select “Apply for Access” link or select “My Application Accounts” in the Self Service section in the upper left column of the page.

Texas Education Agency
User and Access Management

Welcome, Jane Districtuser Logout Help Online User Training

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts**
- Edit My Profile
- Link TEASE Accounts

Applications

You do not have access to any applications at this time.

[Apply for Access](#)

[Refresh Links](#)

B. Select "Request New Account."

0 accounts.

Request New Account... Delete Account Refresh Accounts

<input type="checkbox"/> Account Owner	Status	Application	Parameters

C. Double-click on "ECOSEntities" or highlight ECOSEntities and select the "Go To Account Details Form" in the bottom right hand corner.

Request New Account

Select the application for which you are requesting access and then click the "Go to Account Details Form" button.

Application ID	Application Name	Contact	Details
BAT	Budget Analysis Tool	Email: Division of Budget and Planning (512-463-6346)	
CREDITS	CREDITS		
CSSF	Charter School - School FIRST	Email: Division of Financial Audits (512-463-9095)	
CSTS	Charter Schools Tracking System	Email: Division of Charter School Administration (512-463-9575)	
ECOSEducator	Educator Certification Online System for Educators		
ECOSEntities	Educator Certification Online System for Entities		
TE	Time and Effort Reporting	Email: Rachid Ighiouer (512-936-7198)	
TREx	Texas Records Exchange	Email: Texas Records Exchange (512-463-7246)	
TSDSPortal	Texas Student Data System Portal		
Waivers	Waivers	Email: Ronald Rowell (512-463-9290)	

Go To Account Details Form

D. The Application Access page appears. Select the "Add Access" button.

Texas Education Agency

User and Access Management

Welcome, Jane Districtuser  [Logout](#)

 [Help](#)  [Online User Training](#)

Self-Service

-  [Access Applications](#)
-  [My To-Do List](#)
-  [Requests I've Submitted](#)
-  [Change My Password](#)
-  [My Security Questions](#)
-  [My Application Accounts](#)
-  [Edit My Profile](#)
-  [Link TEASE Accounts](#)

Administration

-  [Manage Other Users](#)
-  [Manage Others' Accounts](#)

Applications

My Accounts ✕

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.

Application Name: **Educator Certification Online System for Enti**

User ID: **Jane Districtuser**

Accesses:

Add Access

Modify Access

Remove Selected

Refresh Access

Access Statu	Employing Organization	Access Rights
--------------	------------------------	---------------

Save Changes

Done

- E. Application access details page appears. Select the Employing Organization field at top and enter your employing organization name or county/district number.

The screenshot displays the Texas Education Agency User and Access Management interface. The main header includes the agency name, a user welcome message for 'Jane Districtuser', and links for 'Logout', 'Help', and 'Online User Training'. A left sidebar lists 'Self-Service' options such as 'Access Applications', 'My To-Do List', 'Requests I've Submitted', 'Change My Password', 'My Security Questions', 'My Application Accounts', 'Edit My Profile', and 'Link TEASE Accounts'. The main content area has tabs for 'Applications' and 'My Accounts'. A modal window titled 'Application access details' is open, showing a form with the following fields and options:

- Employing Organization (dropdown menu)
- * Organization: (text input field containing 'lake')
- Application Name: ECC
- User ID: (text input field)
- * Accesses: (checkboxes for various roles)

The dropdown menu for 'Employing Organization' is expanded, showing a list of options:

- LAKE DALLAS ISD (061912)
- LAKE TRAVIS ISD (227913)
- LAKE WORTH ISD (220910)
- NORTH LAKE COLLEGE-SOUTH IRVING CENTER (NLCSIR)
- Our Lady of the Lake University (015502)
- SPRINGLAKE-EARTH ISD (140907)
- University of Houston-Clear Lake (101509)
- WESTLAKE ACADEMY CHARTER SCHOOL (220810)

Below the dropdown, there are several checkboxes for access types:

- District_Submit Permits
- EPP_ASEP Update
- EPP_ASEP Read Only
- EPP_Certification Officer
- EPP_Test Approval
- General Access

- F. Under the “Roles & Parameters” section check the box of the District_Principal Survey role.
- a. After selecting this role, under the description, you will see the Authorizing Organization field. Fill in the organization name or county/district number for the entity whose data you are requesting access.

Application access details

Employing Organization

Organization: LAKE TRAVIS ISD (227913)

Roles & Parameters

- District_Educator Aide
- District_Fingerprint Update
- District_Fingerprint Read Only
- District_Permits Data Entry
- District_Principal Survey

Description: Allows district HR staff to update the Principal Survey information and resources.

Authorizing Organization: 227913,

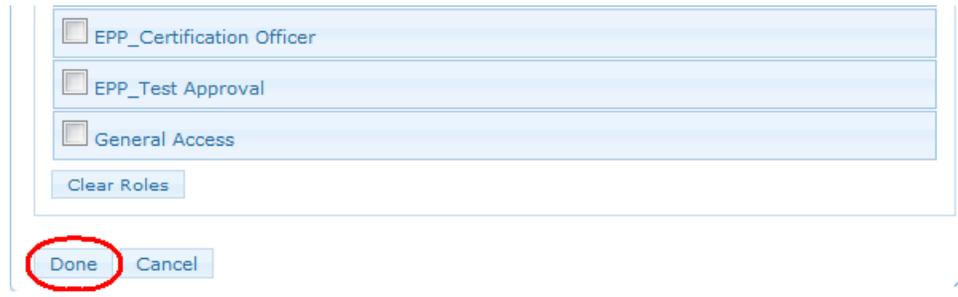
Comments:

- District_Submit Permits
- EPP_ASEP Update
- EPP_ASEP Read Only

Clear Roles

Done Cancel

G. Select the “Done” button at the bottom of the page



A screenshot of a web interface showing a list of roles with checkboxes. The roles are: EPP_Certification Officer, EPP_Test Approval, and General Access. Below the list is a 'Clear Roles' button. At the bottom, there are two buttons: 'Done' and 'Cancel'. The 'Done' button is circled in red.

H. The application request now appears on the Application Request page.

I. Select the “Submit Request” button at the bottom of the page.



A screenshot of the Texas Education Agency (TEA) User and Access Management page. The page title is 'Texas Education Agency User and Access Management'. The user is logged in as 'Jane Districtuser'. The page shows an application request for 'ECOS for Entities' with User ID 'laura.userguide'. The application is currently in the 'Accesses' section, showing a request for 'District_Educator Aide' access as an employee of LAKE TRAVIS ISD (227913). At the bottom of the page, there are two buttons: 'Submit Request' and 'Discard Changes and Return'. The 'Submit Request' button is circled in red.

J. You should then see a statement, in green, that your request was successfully submitted.

The screenshot displays the Texas Education Agency's User and Access Management portal. At the top, the header includes the agency name, the user's name 'Jane Districtuser', and links for 'Logout', 'Help', and 'Online User Training'. A left-hand navigation menu lists various self-service options such as 'Access Applications', 'My To-Do List', and 'Change My Password'. The main content area is titled 'Applications' and 'My Accounts'. A prominent green message box with a checkmark icon states: 'Add request was successfully submitted with request ID 4003272110750560096.' Below this message, there is a section for 'Accesses' for the application 'ECOS for Entities' and user 'laura.userguide'. This section includes buttons for 'Add Access', 'Remove Selected', and 'Refresh Access', and a table with one entry: '1 Requesting - District_Educator Aide access as an employee of LAKE TRAVIS ISD (227913)'. At the bottom of the interface, there are two buttons: 'Submit Request' and 'Discard Changes and Return'.

Step 3: Request Approval Process

- A. Now that you've successfully submitted your request for access to an ECOS application, the request must go through an online approval process. Access requests to all applications in TEAL must be reviewed by at least two approvers.
- B. The **Organization Approver** provides the first level of approval. It is their responsibility to verify that the Requestor is part of their organization, and that the Requestor should have access to ECOS in the role that is being requested. The primary organization approver is the leader of that organization, such as the school district superintendent.
- C. **Service Approvers** provide the final approval for access requests to ECOS applications. Service approvers are TEA employees with deep understanding of the application and the relevant roles and permissions.
- D. A denial from any approver will result in an email notification to the requestor.

Step 4: Adding a role to existing ECOS Entity access

A. Once logged in, select “My Application Accounts” in the Self Service section in the upper left column of the page.

Texas Education Agency
User and Access Management

Welcome, Jane Districtuser [Logout](#) [Help](#) [Online User Training](#)

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts**
- Edit My Profile
- Link TEASE Accounts

Applications [Refresh Links](#)

Educator Certification Online System for Educators

Educator Certification Online System for Educators

[Educator](#)
TEA ID:

Educator Certification Online System for Entities

Educator Certification Online System for Entities

[XXXXXX ISD](#) [Add/Modify Access](#)
Roles: General Access

[TEA Home Page](#) | [Web Policy and Accessibility](#) | **Browsers Supported by TEAL: IE 8, IE 9 and IE 10**

If you are having an issue accessing your account, please go to the following link and click 'Submit a Request' - <https://txeduagency.zendesk.com>
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B. Select your current Entity account access row, then select the link "Educator Certification Online System for Entities".

Texas Education Agency

User and Access Management

Welcome, Jane Districtuser Logout

Help Online User Training

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Administration

- Manage Other Users
- Manage Others' Accounts

Applications **My Accounts** ✕

To apply for access to a TEA application or service, click the "Request New Account..." button below.
To edit the details of one of your existing accounts, click on the Application name link in the list below.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

3 accounts.

Request New Account...		Delete Account	Refresh Accounts	
<input type="checkbox"/> Account Owner	Status	Application	Parameters	
<input type="checkbox"/>				
<input checked="" type="checkbox"/> Jane Districtuser	active	Educator Certification Online System for Entities	Role(s) Granted: District_Permits Data Entry, District_Principal Survey, EPP_ASEP Update, District_Submit Permits, EPP_Test Approval, District_Educator Aide, District_Fingerprint Update, EPP_Certification Officer Authorized Org: 221502 - Abilene Christian University Employing Org: 221502 - Abilene Christian University	
<input type="checkbox"/> Jane Districtuser	active	Educator Certification Online System for Educators	Role(s) Granted: Educator	

C. Select "Add Access"

Texas Education Agency

User and Access Management

Welcome, Jane Districtuser  Logout

 Help

 Online User Training

Self-Service

-  Access Applications
-  My To-Do List
-  Requests I've Submitted
-  Change My Password
-  My Security Questions
-  My Application Accounts
-  Edit My Profile
-  Link TEASE Accounts

Administration

-  Manage Other Users
-  Manage Others' Accounts

Applications

My Accounts 

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.

Application Name: Educator Certification Online System for Enti

User ID: Jane Districtuser

Accesses:

Add Access

Modify Access

Remove Selected

Refresh Access

Access Statu	Employing Organization	Access Rights
--------------	------------------------	---------------

Save Changes

Done

- D. Application access details page appears. Select the Employing Organization field at top and enter your employing organization name or county/district number.

The screenshot displays the Texas Education Agency User and Access Management interface. The main header includes the title "Texas Education Agency User and Access Management", a user greeting "Welcome, Jane Districtuser", and links for "Logout", "Help", and "Online User Training". A left-hand navigation menu under "Self-Service" lists options such as "Access Applications", "My To-Do List", "Requests I've Submitted", "Change My Password", "My Security Questions", "My Application Accounts", "Edit My Profile", and "Link TEASE Accounts". The main content area has tabs for "Applications" and "My Accounts". A modal dialog titled "Application access details" is open, showing a search for "lake" in the "Employing Organization" field. A dropdown list of suggestions is visible, including "LAKE DALLAS ISD (061912)", "LAKE TRAVIS ISD (227913)", "LAKE WORTH ISD (220910)", "NORTH LAKE COLLEGE-SOUTH IRVING CENTER (NLCSIR)", "Our Lady of the Lake University (015502)", "SPRINGLAKE-EARTH ISD (140907)", "University of Houston-Clear Lake (101509)", and "WESTLAKE ACADEMY CHARTER SCHOOL (220810)". Below the search field, there are several checkboxes for access types, including "District_Submit Permits", "EPP_ASEP Update", "EPP_ASEP Read Only", "EPP_Certification Officer", "EPP_Test Approval", and "General Access".

- E. Under the “Roles & Parameters” section check the box of the District_Principal Survey role.
- a. After selecting this role, under the description, you will see the Authorizing Organization field. Fill in the organization name or county/district number for the entity whose data you are requesting access

Application access details ✕

Employing Organization

Organization: LAKE TRAVIS ISD (227913)

Roles & Parameters

- District_Educator Aide
- District_Fingerprint Update
- District_Fingerprint Read Only
- District_Permits Data Entry
- District_Principal Survey

Description: Allows district HR staff to update the Principal Survey information and resources.

Authorizing Organization:
227913,

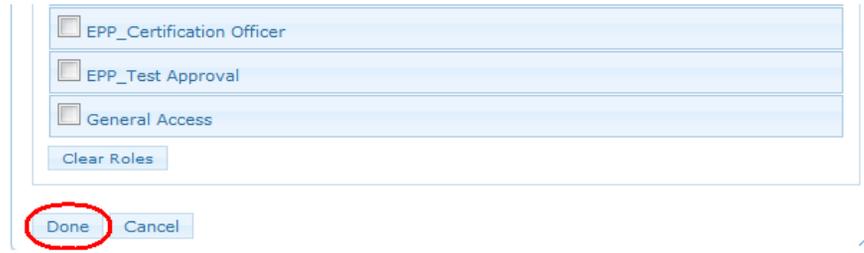
Comments:

- District_Submit Permits
- EPP_ASEP Update
- EPP_ASEP Read Only

Clear Roles

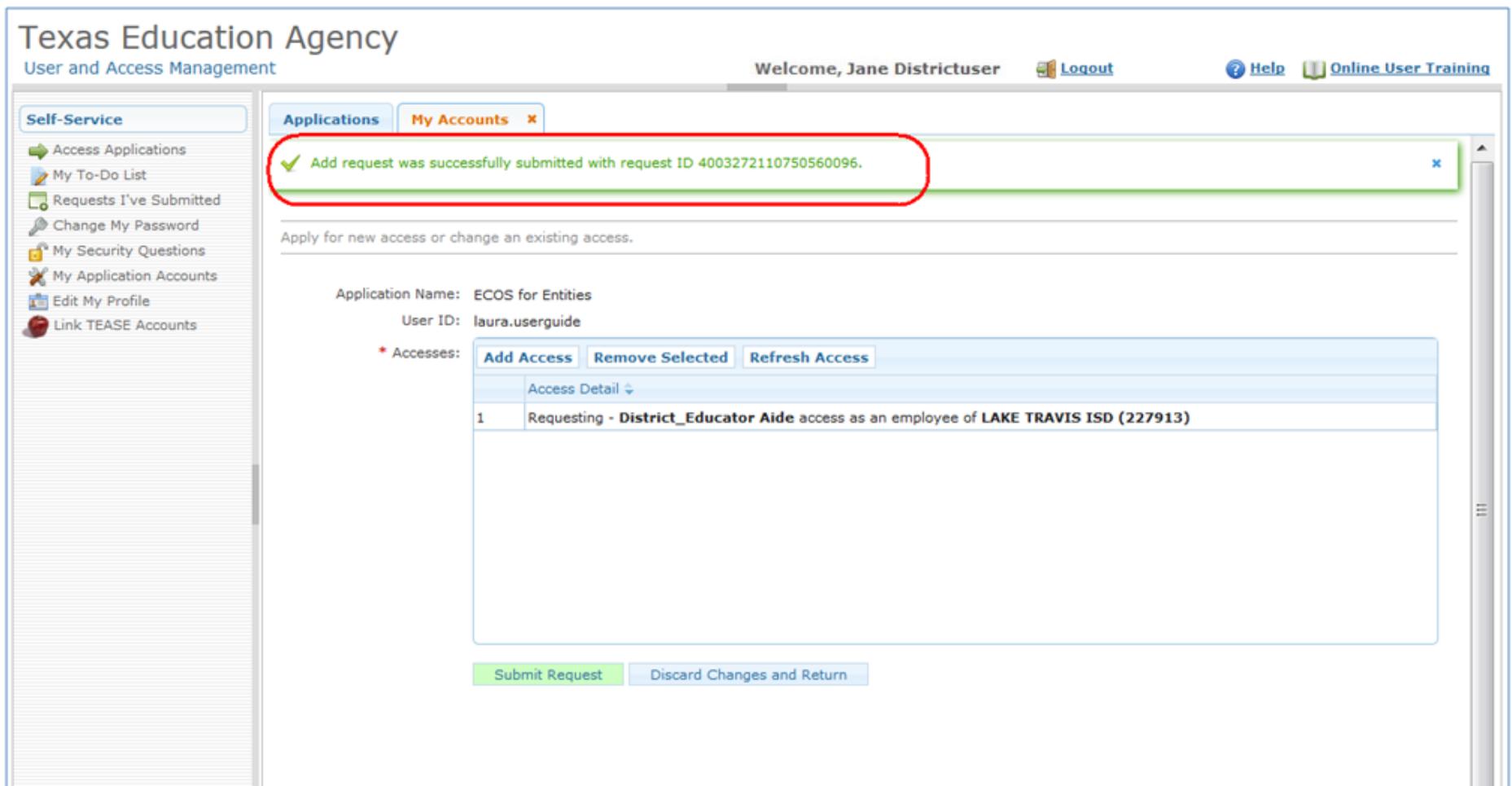
Done Cancel

F. Select the “Done” button at the bottom of the page



A dialog box with a white background and a light blue border. It contains three rows, each with a checkbox and a label:
- EPP_Certification Officer
- EPP_Test Approval
- General Access
Below these rows is a button labeled "Clear Roles". At the bottom of the dialog are two buttons: "Done" (circled in red) and "Cancel".

G. The application request now appears on the Application Request page. Select the “Save Changes” button at the bottom of the page. You should then see a statement, in green, that your request was successfully submitted.



The screenshot shows the Texas Education Agency User and Access Management interface. The header includes the agency name, user name "Jane Districtuser", and links for "Logout", "Help", and "Online User Training". The main content area is titled "Applications" and "My Accounts". A green notification bar at the top states: "Add request was successfully submitted with request ID 4003272110750560096." Below this, the user is prompted to "Apply for new access or change an existing access." The application details are: Application Name: ECOS for Entities, User ID: laura.userguide. Under the "Accesses" section, there are buttons for "Add Access", "Remove Selected", and "Refresh Access". A table shows one access request: "1 Requesting - District_Educator Aide access as an employee of LAKE TRAVIS ISD (227913)". At the bottom, there are buttons for "Submit Request" and "Discard Changes and Return".

Step 3: Request Approval Process

- A. Now that you've successfully submitted your request for access to an ECOS application, the request must go through an online approval process. Access requests to all applications in TEAL must be reviewed by at least two approvers.
- B. The **Organization Approver** provides the first level of approval. It is their responsibility to verify that the Requestor is part of their organization, and that the Requestor should have access to ECOS in the role that is being requested. The primary organization approver is the leader of that organization, such as the school district superintendent or the EPP Director.
- C. **Service Approvers** provide the final approval for access requests to ECOS applications. Service approvers are TEA employees with deep understanding of the application and the relevant roles and permissions.
- D. A denial from any approver will result in an email notification to the requestor.

Step 5: Accessing your ECOS Entity Account

- A. After you have requested and been granted access to an ECOS application, you can easily access that application through TEAL by selecting the Access Applications link in the Self-Service section. ECOS for Educators and ECOS for Entities will each have separate links.
- B. You should now see “Educator Certification Online System for Entities” underneath “Applications”.
- C. Select the link “*Your Entity* ISD” name link (the roles granted for this entity are shown below). This will bring up the main page in ECOS.

The screenshot displays the Texas Education Agency (TEA) User and Access Management interface. The page header includes the TEA logo, the user's name "Jane Districtuser", and links for "Logout", "Help", and "Online User Training". The main content area is divided into a "Self-Service" sidebar and an "Applications" main section. The "Self-Service" sidebar contains links for "Access Applications", "My To-Do List", "Requests I've Submitted", "Change My Password", "My Security Questions", "My Application Accounts", "Edit My Profile", and "Link TEASE Accounts". The "Applications" section features a "Refresh Links" button and two application entries. The first entry is "Educator Certification Online System for Educators" with a link to "Educator" and TEA ID: 830385. The second entry is "Educator Certification Online System for Entities" with a link to "XXXXXX ISD" and roles: "General Access, District_Principal Survey". A link to "Add/Modify Access" is also present for the second entry. The footer contains links for "TEA Home Page", "Web Policy and Accessibility", and "Browsers Supported by TEAL: IE 8, IE 9 and IE 10", along with a support link and copyright information.

Texas Education Agency
User and Access Management

Welcome, Jane Districtuser [Logout](#) [Help](#) [Online User Training](#)

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Applications [Refresh Links](#)

Educator Certification Online System for Educators

Educator Certification Online System for Educators

[Educator](#)
TEA ID: 830385

Educator Certification Online System for Entities

Educator Certification Online System for Entities

[XXXXXX ISD](#) [Add/Modify Access](#)
Roles: General Access, District_Principal Survey

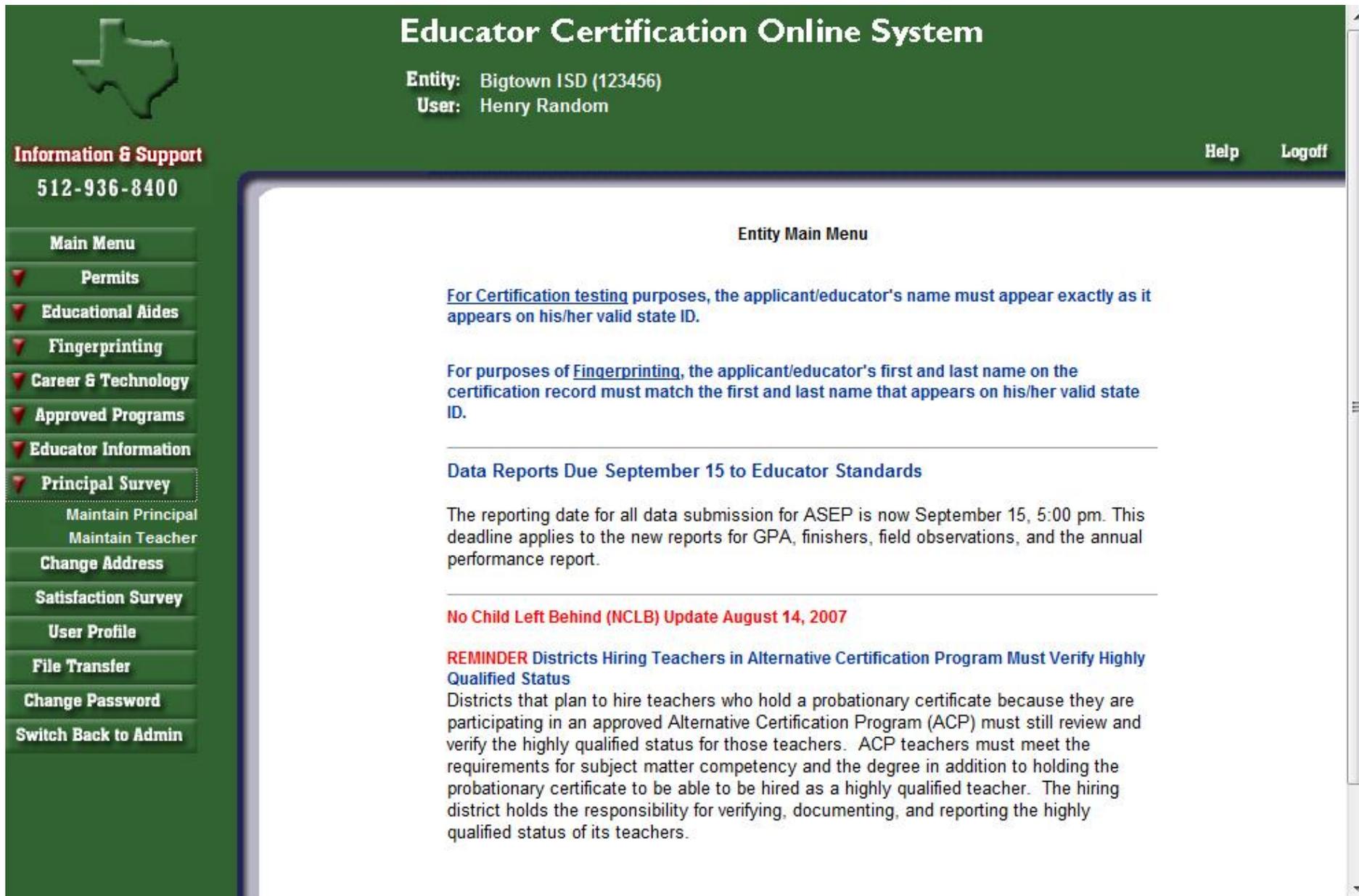
[TEA Home Page](#) | [Web Policy and Accessibility](#) | **Browsers Supported by TEAL: IE 8, IE 9 and IE 10**

If you are having an issue accessing your account, please go to the following link and click "Submit a Request" - <https://txeduagency.zendesk.com>.

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Step 5: Accessing Principal Survey functions

- A. You will see a menu to the left. This is where you will see the Principal Survey button where you may Maintain Principals and Maintain Educators, the first year teachers who need surveys.



Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

Information & Support
512-936-8400

Main Menu

- Permits
- Educational Aides
- Fingerprinting
- Career & Technology
- Approved Programs
- Educator Information
- Principal Survey**
 - Maintain Principal
 - Maintain Teacher
- Change Address
- Satisfaction Survey
- User Profile
- File Transfer
- Change Password
- Switch Back to Admin

Help Logoff

Entity Main Menu

[For Certification testing purposes, the applicant/educator's name must appear exactly as it appears on his/her valid state ID.](#)

[For purposes of Fingerprinting, the applicant/educator's first and last name on the certification record must match the first and last name that appears on his/her valid state ID.](#)

Data Reports Due September 15 to Educator Standards

The reporting date for all data submission for ASEP is now September 15, 5:00 pm. This deadline applies to the new reports for GPA, finishers, field observations, and the annual performance report.

No Child Left Behind (NCLB) Update August 14, 2007

REMINDER Districts Hiring Teachers in Alternative Certification Program Must Verify Highly Qualified Status

Districts that plan to hire teachers who hold a probationary certificate because they are participating in an approved Alternative Certification Program (ACP) must still review and verify the highly qualified status for those teachers. ACP teachers must meet the requirements for subject matter competency and the degree in addition to holding the probationary certificate to be able to be hired as a highly qualified teacher. The hiring district holds the responsibility for verifying, documenting, and reporting the highly qualified status of its teachers.

B. To access the Principal list for your district, select 'Maintain Principal' link under Principal Survey button on the left navigation pane.

	Principal ▼ ▲	Campus ▼ ▲	Date Complete	Principal Survey Profile
<input type="checkbox"/>	Click to Add Principal Name	PREMIER H S AT TRAVIS		
<input type="checkbox"/>	Click to Add Principal Name	PREMIER H S AT LANIER		
<input type="checkbox"/>	Click to Add Principal Name	TRAVIS COUNTY DAY SCHOOL		
<input type="checkbox"/>	Click to Add Principal Name	TRAVIS COUNTY J J A E P		
<input type="checkbox"/>	Click to Add Principal Name	SOUTHEAST MIDDLE		
<input type="checkbox"/>	Click to Add Principal Name	SCHOOL FOR YOUNG MEN		
<input type="checkbox"/>	PRINCIPAL ONE	BLANTON EL		Click to Complete Access
<input type="checkbox"/>	PRINCIPAL TWO	ANDREWS EL		Click to Complete Access
<input type="checkbox"/>	PRINCIPAL THREE	GORZYCKI MIDDLE	2/6/2015 10:05:00 AM	

C. By selecting a link that is a Principal's name, you will see the list of first year teachers

Principal Survey - Teacher List

District: | .ISD

Superintendent: THOMAS

Select Campus: CREEK EL

Principal(s): [JESSICA](#)

If an eligible teacher on your campus is not listed below, please use the "Add a Teacher" button to include them.
 To delete a teacher from this list, check the box in the left column and click the "Remove Selected Teacher" button.

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status	Reason Removed
<input type="checkbox"/>	Kathryn J	4/12/1982	1	Generalist (EC-4)	10/07/20		Not Started	Select a Reason Select a Reason Not a 1st year teacher Not assigned to this campus Taught less than 5 months Other

Questions should be submitted to: principalsurvey@tea.texas.gov

D. Selecting the Principal's name link here, will take you to Edit Principal window, where you can update or completely change the Principal for that campus if needed.

The screenshot displays the 'Educator Certification Online System' interface. At the top, the system title is centered. Below it, the current user's information is shown: 'Entity: Bigtown ISD (123456)' and 'User: Henry Random'. On the left side, there is a navigation menu with a 'Principal Survey' section expanded to show 'Maintain Principal' and 'Maintain Teacher' options. The main content area is titled 'Principal Survey - Maintain Principal' and contains an 'Edit Principal' form. The form includes fields for SSN, Last Name, First Name, Middle Name, Email, and Phone Number, along with a dropdown menu for Campus. The 'Campus' dropdown is currently set to 'ANDERSON MILL EL'. At the bottom of the form are 'Save' and 'Back' buttons. The footer of the page indicates 'Release 1.6.7.3'.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

Information & Support
512-936-8400

Main Menu
Permits
Educational Aides
Fingerprinting
Career & Technology
Approved Programs
Educator Information
Principal Survey
Maintain Principal
Maintain Teacher
Change Address
Satisfaction Survey
User Profile
File Transfer
Change Password
Switch Back to Admin

Help Logoff

Principal Survey - Maintain Principal

Edit Principal

* SSN: 123456789
* Last Name: AL
* First Name: BRE
Middle Name:
Email:
Phone Number:
* Campus: ANDERSON MILL EL

Save Back

Release 1.6.7.3

- E. At the bottom of the Maintain Principal window, the check box next to a name and a campus can be checked, to either “Add Principal”; or to “Remove Selected Principal” and then selecting the appropriate button.

The screenshot displays the 'Educator Certification Online System' interface. At the top left is a map of Texas. The header area shows the system name and user information: 'Entity: Bigtown ISD (123456)' and 'User: Henry Random'. On the right side of the header are 'Help' and 'Logoff' links. A left sidebar contains a navigation menu with options like 'Main Menu', 'Permits', 'Educational Aides', 'Fingerprinting', 'Career & Technology', 'Approved Programs', 'Educator Information', 'Principal Survey' (highlighted), 'Maintain Principal', 'Maintain Teacher', 'Change Address', 'Satisfaction Survey', 'User Profile', 'File Transfer', 'Change Password', and 'Switch Back to Admin'. The main content area is titled 'Principal Survey - Maintain Principal' and contains a form with three input fields: 'First Name:', 'Last Name:', and 'SSN:'. Below these fields are two buttons: 'Search' and 'Back'. The bottom right corner of the page indicates 'Release 1.6.7.3'.

F. Selecting "Add Principal" will bring up the following window. Here you can search by First Name, Last Name or SSN.

User: Henry Random

Information & Support 512-936-8400

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Help Logoff

Principal Survey - Maintain Principal

First Name:

Last Name:

or

SSN:

Search Results

Click last name to edit or click Add Principal if principal not found.

Last Name	First Name	Middle Name	SSN	Campus	Email
Snow	B		<input type="text"/>	D P MORRIS EL	@email.com
SNOW	Bo		<input type="text"/>	D P MORRIS EL	@email.com
SNOW	K		<input type="text"/>	TERAVISTA EL	ksnow@email.com
SNOW	R		<input type="text"/>	MALAKOFF EL	@email.com
SNOWDEN	S		<input type="text"/>	WALL MIDDLE	ssnow@email.com

Release 1.6.7.3

G. Here you can add a **new** principal to a campus by electing the “Add Principal” button at the bottom.

The screenshot displays the 'Educator Certification Online System' interface. At the top left is a green map of Texas. The main header area is dark green with the title 'Educator Certification Online System' in white. Below the title, the user's current session information is shown: 'Entity: Bigtown ISD (123456)' and 'User: Henry Random'. In the top right corner, there are links for 'Help' and 'Logoff'. On the left side, there is a vertical navigation menu with a dark green background and white text. The menu items are: 'Information & Support' (with the phone number '512-936-8400'), 'Main Menu', 'Permits', 'Educational Aides', 'Fingerprinting', 'Career & Technology', 'Approved Programs', 'Educator Information', 'Principal Survey' (highlighted in red), 'Maintain Principal', 'Maintain Teacher', 'Change Address', 'Satisfaction Survey', 'User Profile', 'File Transfer', 'Change Password', and 'Switch Back to Admin'. The main content area is white and contains the title 'Principal Survey - Maintain Principal' and a sub-title 'Add Principal'. Below this, there is a form with several input fields: '* SSN:', '* Last Name:', '* First Name:', 'Middle Name:', 'Email:', 'Phone Number:' (with two adjacent input boxes), and '* Campus:' (with a dropdown menu showing 'Select'). At the bottom of the form are two green buttons labeled 'Save' and 'Back'. In the bottom right corner of the page, the text 'Release 1.6.7.3' is visible.

- H. Input the required information (denoted by *). There will be a list of campuses in the dropdown list for your district to choose from. Select 'Save' and then "Confirm Save" to update the record; where the message "Update Complete" will show.
- I. If the SSN is not listed, the principal will not be able to access the survey, click on the 'Click to Complete Access' link to the right of the campus name to update that record.

Information & Support
Help

512-936-8400

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Maintain Principal
 Maintain Teacher

Satisfaction Survey

User Profile

File Transfer

District: **ISD**

Superintendent: **THOMAS**

Click on principal name to view teacher list.

	Principal ▼ ▲	Campus ▼ ▲	Date Complete	Principle Survey Profile
<input type="checkbox"/>	Click to Add Principal Name	TRAMS CO J J A E P		
<input type="checkbox"/>	Click to Add Principal Name	ADULT TRANSITION SERVICES		
<input type="checkbox"/>	JESSICA	CEDAR CREEK EL		
<input type="checkbox"/>	JOHN	WESTLAKE H S		
<input type="checkbox"/>	JOHN	WESTLAKE ALTER		Click to Complete Access
<input type="checkbox"/>	JENNIFER	VALLEY VIEW EL		
<input type="checkbox"/>	CHARLES	FOREST TRAIL EL		
<input type="checkbox"/>	STEVE	WEST RIDGE MIDDLE		
<input type="checkbox"/>	BRYAN	BARTON CREEK EL		
<input type="checkbox"/>	KATHLEEN	HILL COUNTRY MIDDLE		
<input type="checkbox"/>	JODI	EANES EL		
<input type="checkbox"/>	BRAD	BRIDGE POINT EL	2/14/2015 8:59:00 PM	

Add Principal
Remove Selected Principal

- J. To access the teacher list for your district, select on 'Maintain Teacher' link under Principal Survey button on the left navigation pane. Then choose the campus where the teacher needs to be added and select the "Go" button.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

Information & Support
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Help Logoff

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Principal Survey - Teacher List

District: Bigtown ISD

Superintendent: JOHN SUPER

Select Campus: ----- Select -----

Questions shown: tate.tx.us

- FOREST NORTH EL
- GATTIS EL
- GREAT OAKS EL
- HOPEWELL MIDDLE
- JAMES GARLAND WALSH MIDDLE
- JOLLYVILLE EL
- KATHY CARAWAY EL
- LAUREL MOUNTAIN EL
- LINDA HERRINGTON EL
- LIVE OAK EL
- MCNEIL H S
- NEYSA CALLISON EL
- NOEL GRISHAM MIDDLE
- OLD TOWN EL
- PATSY SOMMER EL
- PFC ROBERT P HERNANDEZ MIDDLE
- POND SPRINGS EL
- PURPLE SAGE EL
- RIDGEVIEW MIDDLE SCHOOL
- ROUND ROCK H S
- ROUND ROCK OPPORT CTR DAEP
- SPICEWOOD EL
- STONY POINT H S
- SUCCESS H S
- TERAVISTA EL**
- UNION HILL EL
- VIC ROBERTSON EL
- WELLS BRANCH EL
- WESTWOOD H S
- XENIA VOIGT EL

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- K. A list of first year teachers already assigned to this campus will appear. To add a first year teacher, select on the "Add a Teacher" button below the list.
- L. To remove a teacher from your district's list, select the teacher(s) using the checkbox to the left. Select a **Reason Removed** from the dropdown list for the selected teacher(s). Click the **Remove Selected Teacher** button at the bottom of the teacher list to remove the selected teacher(s).

Principal Survey - Teacher List

District: **ISD**

Superintendent: **THOMAS**

Select Campus: CEDAR CREEK EL Go

Principal(s): [JESSICA](#)

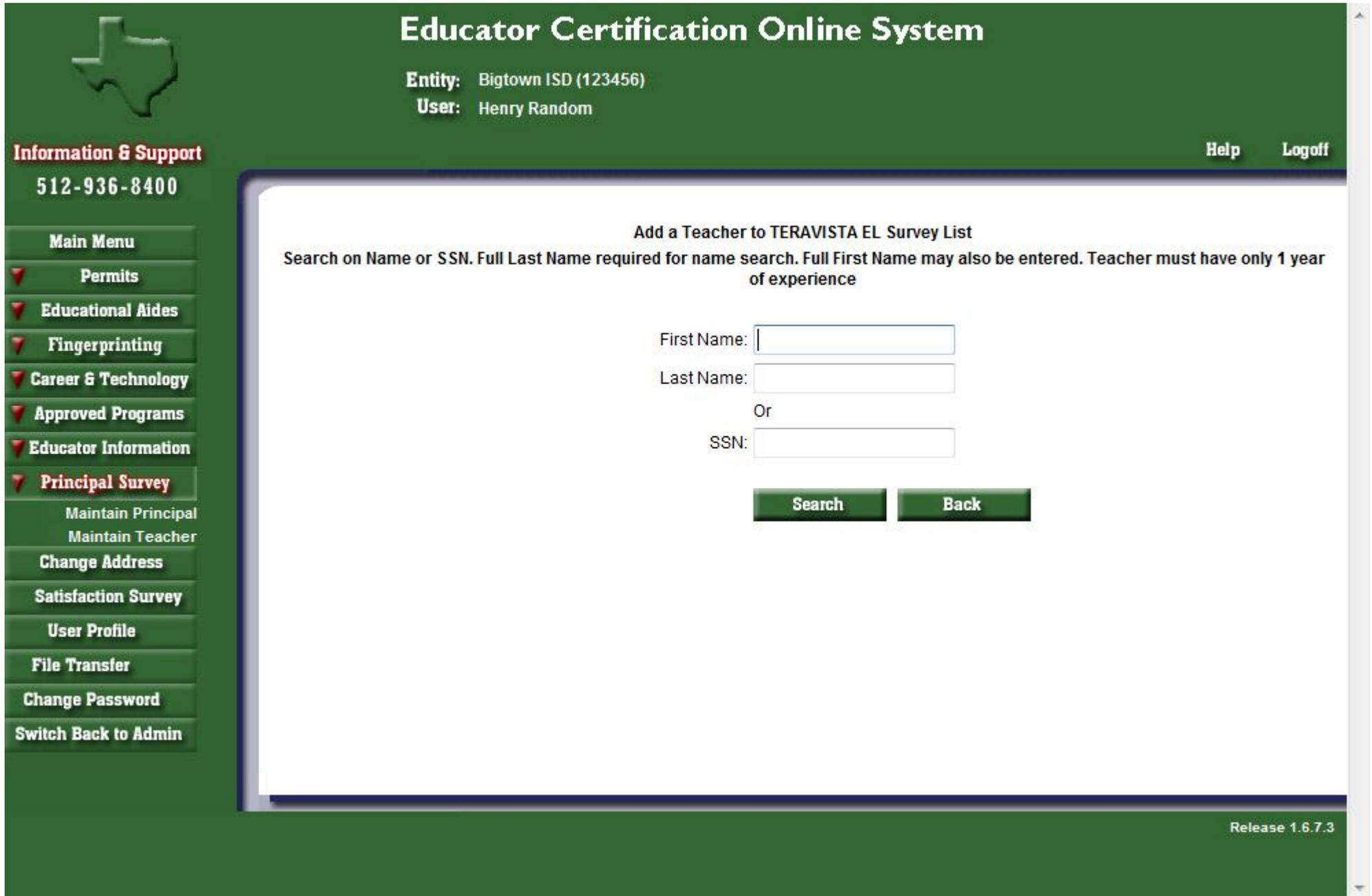
If an eligible teacher on your campus is not listed below, please use the "Add a Teacher" button to include them.
 To delete a teacher from this list, check the box in the left column and click the "Remove Selected Teacher" button.

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status	Reason Removed
<input type="checkbox"/>	Kathryn J		1	Generalist (EC-4)	10/07/20		Not Started	Select a Reason ▼

Add a Teacher
Remove Selected Teacher

Questions should be submitted to: principalsurvey@tea.texas.gov

M. The search screen will appear so you may search by First Name, Last Name or SSN.



The screenshot shows the 'Educator Certification Online System' interface. At the top, the system title is displayed in white on a green background. Below the title, the user's entity is identified as 'Bigtown ISD (123456)' and the user as 'Henry Random'. On the right side of the header, there are links for 'Help' and 'Logoff'. On the left side, there is a navigation menu with various options, including 'Principal Survey' which is highlighted. Below the menu, there is contact information: 'Information & Support' and the phone number '512-936-8400'. The main content area is titled 'Add a Teacher to TERAVIDA EL Survey List' and includes instructions: 'Search on Name or SSN. Full Last Name required for name search. Full First Name may also be entered. Teacher must have only 1 year of experience'. There are three input fields: 'First Name:', 'Last Name:', and 'SSN:'. Below these fields are two buttons: 'Search' and 'Back'. At the bottom right of the page, the version number 'Release 1.6.7.3' is displayed.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

Help Logoff

Information & Support
512-936-8400

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Switch Back to Admin

Add a Teacher to TERAVIDA EL Survey List
Search on Name or SSN. Full Last Name required for name search. Full First Name may also be entered. Teacher must have only 1 year of experience

First Name:
Last Name:
Or
SSN:

Search **Back**

Release 1.6.7.3

N. A list of first year teachers to choose from will appear. Select the check box next to the teacher you want to add and select the “Add a Teacher” button below.



Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

[Help](#) [Logoff](#)

Information & Support
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Add a Teacher to TERAVIDA EL Survey List

Search on Name or SSN. Full Last Name required for name search. Full First Name may also be entered. Teacher must have only 1 year of experience

First Name:

Last Name:

Or

SSN:

Search
Back

Search Results

	First Name	Last Name	Middle Name	Date of Birth	Years of Experience	Initial Certifications	Certification Issue Date
<input type="checkbox"/>	J	Snow		4/17/19	1	English as a Second Language Supplemental (NA) Generalist (EC-6) Special Education (EC-12)	06/14/20
<input type="checkbox"/>	K	Snow		8/20/19	1	Mathematics (4-8)	09/21/20
<input type="checkbox"/>	T	Snow		9/11/19	1	Special Education (EC-12)	09/12/20
<input type="checkbox"/>	W	Snowton		3/24/19	1	Mathematics (4-8)	05/11/20

Add a Teacher

O. You will receive a message that the teacher has been added.

Educator Certification Online System

Entity: Big Spring ISD (114901)
User: Brenda Mole

Information & Support
512-936-8400

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Change Password
Switch Back to Admin

Help Logoff

Principal Survey - Teacher List
District: Big Spring ISD
Superintendent: STEVEN SALDIVAR
Select Campus: WASHINGTON EL
Principal(s): [GEORGE BANCROFT](#)

If an eligible teacher on your campus is not listed below, please use the "Add a Teacher" button to include them.
To delete a teacher from this list, check the box in the left column and click the "Remove Selected Teacher" button.
[Teacher Added](#)

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status	Reason Removed
<input type="checkbox"/>	Kathryn J	4/12/19	1	Generalist (EC-4)	10/07/20		Not Started	Select a Reason

Questions should be submitted to: principalsurvey@tea.state.tx.us

- P. To track the completion of campus surveys, click on the Principal Survey in the left hand menu. You will then see the list of principals and campuses. To the right of each, there will be a submit date for those campuses that are complete.

Information & Support
Help

512-936-8400

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- [Maintain Teacher](#)
- [Satisfaction Survey](#)
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District: **ISD**

Superintendent: **THOMAS**

Click on principal name to view teacher list.

	Principal ▼ ▲	Campus ▼ ▲	Date Complete	Principle Survey Profile
<input type="checkbox"/>	Click to Add Principal Name	TRAMS CO J J A E P		
<input type="checkbox"/>	Click to Add Principal Name	ADULT TRANSITION SERVICES		
<input type="checkbox"/>	JESSICA	CEDAR CREEK EL		
<input type="checkbox"/>	JOHN	WESTLAKE H S		
<input type="checkbox"/>	JOHN	WESTLAKE ALTER		Click to Complete Access
<input type="checkbox"/>	JENNIFER	VALLEY MEW EL		
<input type="checkbox"/>	CHARLES	FOREST TRAIL EL		
<input type="checkbox"/>	STEVE	WEST RIDGE MIDDLE		
<input type="checkbox"/>	BRYAN	BARTON CREEK EL		
<input type="checkbox"/>	KATHLEEN	HILL COUNTRY MIDDLE		
<input type="checkbox"/>	JODI	EANES EL		
<input type="checkbox"/>	BRAD	BRIDGE POINT EL	2/14/2015 8:59:00 PM	

Add Principal
Remove Selected Principal